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ABSTRACT

Reduction in force actions in the DeKalb County (Georgia) School System are to be based on position classifications, Equal Employment Opportunity Commission classifications, lengths of continuous service, and certification, if applicable. The procedures, adopted in June 1979, establish the initial determination of surplus personnel, the identification of tentative surplus personnel, and three phases of reduction in force: personnel without displacement opportunities, those with less than 3 complete academic years of service, and those with 3 or more complete academic years of service. Topics covered include consideration of personnel on leaves of absence, disposition of surplus contractual and auxiliary personnel, advance notification of reduction in force actions, separation notices, insurance while on leave of absence, other employment, recall, certification classifications, and appeals. (MLF)

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ED228690

A POLICY AND ADMINISTRATIVE PROCEDURE FOR REDUCTION IN FORCE

ADOPTED
JUNE 11, 1979

DEKALB COUNTY SCHOOL SYSTEM
DECATUR, GEORGIA

EA 015 529

It is the policy of the DeKalb County Board of Education not to discriminate on the basis of age, sex, race, religion, national origin, or handicap in its educational programs, activities, or employment practices.

POLICY ON
REDUCTION IN FORCE

It is the policy of the DeKalb County Board of Education to avoid exercising reduction in force procedures through planned management techniques including comprehensive budgeting, maintaining adequate financial reserves, projecting student enrollments, projecting staffing needs, absorbing vacancies arising from attrition, contracting teachers employed midyear for the balance of the year only with no commitments for further employment, and when necessary nonrenewing contracts for teachers having less than three complete academic years of service in the DeKalb County School System.

However, the Board recognizes that reduction in force actions may be necessary when overstaffing occurs due to:

1. inadequate funds,
2. insufficient student enrollment to merit continuation of a program,
3. decline in average daily attendance (ADA),
4. shift in selection of courses by students,
5. decline in need for services rendered by a position classification,
6. return of contractual personnel from sabbatical leaves of absence,
7. discontinuation of a program by action of the DeKalb County Board of Education,
8. budget reduction by action of the DeKalb County Board of Education,
9. introduction of the four quarter school year,
10. change in pupil-teacher ratios,
11. closure or change in purpose of one or more schools or educational centers,
12. reorganization,
13. legal mandates,
14. judicial decrees, or
15. other exigencies.

Reduction in force must be accomplished by using fair, efficient, and consistent procedures while constantly providing for the optimal welfare of the students of the DeKalb County School System. Reduction in force actions shall be based on position classifications, EEOC classifications, lengths of continuous service, and certification if applicable. In addition, reduction in force actions must not adversely affect judicial decrees. First consideration in the implementation of reduction in force will be to cause minimal disruption in the academic program of the school system. All other programs will be continued only as they can be related to remaining academic staff.

Based on student enrollment, funding sources, legal mandates, priorities, State standards for public schools, accreditation standards, and other related factors, the Superintendent of Schools will assess staffing needs and determine surplus personnel by position classifications as well as the date such reductions are needed. The Superintendent of Schools may designate selected position classifications as having protected positions within those classifications in order to maintain vital programs, functions, and/or services. Only those personnel employed in excess of the staff necessary for the efficient operation of the school system will be declared to be surplus personnel subject to reduction in force actions.

ADMINISTRATIVE PROCEDURES FOR REDUCTION IN FORCE

A. Philosophy

Reduction in force refers to involuntary reassignments and/or terminations of employment services with consideration to quality of performance, position classifications, EEOC classifications, lengths of service, and certification if applicable.

It is the policy of the DeKalb County Board of Education to avoid exercising reduction in force procedures through planned management techniques including comprehensive budgeting, maintaining adequate financial reserves, projecting student enrollments, projecting staffing needs, absorbing vacancies arising from attrition, contracting teachers employed midyear for the balance of the year only with no commitments for further employment, and when necessary nonrenewing contracts for teachers having less than three complete academic years of service in the DeKalb County School System.

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B. Allotment of Positions

The Superintendent of Schools shall have the authority to approve allotment formulas for staffing schools. Allotted positions will be determined by each position classification in each school by using the approved allotment formulas. Additional approved positions may be designated by the Superintendent of Schools in the areas of compensatory education, special education, vocational education, grant positions, and for emergency conditions requiring temporary additional staffing. Approved positions for systemwide departments and offices will also be designated by the Superintendent of Schools based on the staff necessary for the efficient operation of the school system. Allotted positions will be funded through an annual budget or an amended budget adopted by the DeKalb County Board of Education.

C. Service Lists

The Department of Personnel shall maintain length of service lists of personnel by position classifications, EEOC classifications, continuous service dates, and certification if applicable.

1. Certification

Certification relates to Georgia teaching certificates issued to teachers by the Georgia Department of Education.

Dual/multiple certification implies that the teacher holds a valid teaching certificate issued by the Georgia Department of Education reflecting two or more endorsement fields, holds two or more valid teaching certificates issued by the Georgia Department of Education reflecting two or more types, or a combination of both.

Dual/multiple certification will qualify an employee for the benefit of two or more reduction in force options in the displacement process. A teacher will be considered for reduction in force actions in each field in which the teacher is certified and the teacher will finally be placed on the service list which will offer the teacher the greatest degree of protection from reduction in force.

2. Position Classifications

Each employment position classification shall be assigned a position name and a numeric code. Each teaching field or certification endorsement area shall also be assigned a position name and a numeric code. Further changes in the endorsements by the Georgia Department of Education or changes in position classifications by local administrative action will be automatically included in the position classifications and service lists without further action by the DeKalb County Board of Education. The position classifications for reduction in force service lists shall be maintained by the Department of Personnel.

Each employee will be classified under a single position classification based on the employee's active assignment or the last active assignment if the employee is on leave of absence.

For contractual personnel the active assignment is the certification endorsement area in which the teacher is actively teaching, or previously taught if on leave of absence, for fifty-one percent (51%) of the duty assignment at the time the Superintendent of Schools declares the need for reduction in force actions. Those not spending fifty-one percent (51%) of their time on a single duty assignment will be categorized by the active assignment covering the greatest portion of the day.

3. EEOC Classifications

Classifications of personnel established by the Equal Employment Opportunity Commission (EEOC) are as follows:

a. Alaskan Native

b. American Indian

c. Asian

d. Black (not of Hispanic origin)

e. Hispanic

f. Pacific Islander

g. White (not of Hispanic origin)

The above classifications will be used for reduction in force actions except that hispanic and white will be considered as a single class.

4. Continuous Service Date/Length of Service

a. The "continuous service date" is the date an employee reports for duty in a full-time position, either auxiliary or contractual, which marks the beginning of a continuous employment period with no interruptions in service other than approved leaves of absence and with no changes in status to part-time or substitute employment. A resignation and subsequent reemployment will require that the continuous service date be adjusted to the date the employee reports for duty in a full-time position for the latter period of continuous employment. The date of employment is the date an employee reports for duty -- not the date an

employment agreement is signed. "Length of service" is the time period during which an employee has been employed continuously by the DeKalb County School System with no interruptions in service other than approved leaves of absence and with no changes in status involving part-time or substitute employment. A resignation and subsequent reemployment shall result in the length of service accrual beginning on the date the employee reports for duty in a full-time position, either auxiliary or contractual, for the most recent period of continuous employment. Resignation, discharge, termination of contract, or nonrenewal of contract will cancel all length of service rights under this reduction in force procedure.

b. Breaking of Ties in Length of Service

(1) If the continuous service dates are the same, reference will be made to the date the "Statement of Acceptance" was signed for the most recent period of continuous service of each employee tied for length of service.

(2) If the "Statements of Acceptance" were signed on the same date, then reference will be made to the date of receipt of the earliest "Application for Employment" for each employee tied for length of service.

(3) If the "Applications for Employment" were received on the same date, then reference will be made to the earliest date of receipt of the first written communication regarding employment possibilities for each employee tied for length of service.

(4) If the "first written communications regarding employment" were received on the same date then the tie will be broken by lot.

D. Surplus Personnel

1. Initial Determination of General Surplus of Personnel

Based on student enrollment, funding sources, legal mandates, judicial decrees, educational program priorities, State standards for public schools, accreditation standards, and other related factors, the Superintendent of Schools will assess by position classifications the staff necessary for the efficient operation of the school system. Personnel employed in excess of the staff necessary for the efficient operation of the school system as determined by the Superintendent of Schools will be declared to be surplus personnel subject to reduction in force actions. The Superintendent of Schools may designate selected position classifications as having protected positions within the classifications in order to maintain vital programs, functions, and/or services.

2. Identification of Tentative Surplus Personnel

After the Superintendent of Schools has assessed the staffing needs for the efficient operation of the school system and determined surplus personnel by position classifications, then the Department of Personnel will calculate the quantity of surplus personnel by position classifications, EEOC classifications, and fields of certification if applicable. Consideration will also be directed to court decrees.

The Department of Personnel will then identify tentative surplus personnel by position classifications, EEOC classifications, lengths of continuous service, and certification if applicable. Consideration will also be directed to court decrees.

The Department of Personnel will also identify personnel in protected positions. In order to maintain selected educational programs, the Superintendent of Schools shall designate those positions to be protected from reduction in force actions.

E. Preliminary Termination of Employment Due to Quality of Performance and/or Other Factors Not Related Directly to Reduction in Force Conditions

The employment of any employee may be terminated or suspended for the following reasons relating to quality of performance:

1. Incompetency
2. Insubordination
3. Willful neglect of duties
4. Immorality
5. Inciting, encouraging or counseling students to violate any valid State law, municipal ordinance, or policy or rule of the DeKalb County Board of Education
6. For any other good and sufficient cause

In addition, the employment of any employee may be terminated or suspended for failure to secure and maintain necessary educational training, or failure to obtain and/or maintain a valid infield teaching certificate if applicable.

Termination resulting from the above stated reasons will be in accordance with Georgia Codes and/or policies of the DeKalb County Board of Education. Such terminations or nonrenewal of contracts will be processed for the above stated reason(s) and not on the grounds of "reduction in force."

Employees who resign or have been dismissed for any reason other than reduction in force are not subject to the provisions of this reduction in force procedure.

F. Phase I - Reduction in Force/Personnel Subject to Termination of Employment without Displacement

1. When reduction in force actions are necessary, position classifications declared by the Superintendent of Schools to have surplus personnel will be subject to termination of employment without displacement opportunities in the following order:

   a. Contractual personnel, exclusive of protected positions designated by the Superintendent of Schools, who are unable to obtain valid infield Georgia teaching certificates

b. Contractual personnel, exclusive of protected positions designated by the Superintendent of Schools, who are able to obtain only provisional certification at the B-4 level

c. Contractual personnel, exclusive of protected positions designated by the Superintendent of Schools, who are able to obtain only out-of-field certification and/or probationary certification in the PA series and who have less than three complete academic years of service in the DeKalb County School System

d. Auxiliary personnel, exclusive of protected positions designated by the Superintendent of Schools, who are in position classifications designated as having surplus personnel and who have less than six months service in the DeKalb County School System

2. Consideration of Personnel on Leaves of Absence

Employees on leaves of absence at the time of reduction in force actions will remain on leaves of absence in accordance with their original leave of absence agreements. At the conclusion of the leaves of absence, the employment separations will become final with the cancellation of all employment benefits for those employees in this section who are on leaves of absence. Employees in this section who are subject to reduction in force actions may apply for employment along with other qualified applicants.

3. Termination by Length of Service

Personnel tentatively selected for termination of employment will be terminated in the order of shortest lengths of service within the respective length of service lists of the designated position classifications. Termination of employment for the employees in the categories in this section will result in the loss of all employment benefits.

G. Phase II - Reduction in Force

1. Use of Displacement Procedures and Termination of Contractual Personnel with Less than Three Complete Academic Years of Service

a. Displacement

When reduction in force actions are necessary, position classifications declared by the Superintendent of Schools to have surplus personnel will be subject to the displacement process under designated conditions. Personnel with less than three complete academic years of service declared to be holding surplus positions will be identified by service lists. Personnel thus identified under designated conditions will have a choice of (1) resignation, (2) leave of absence, (3) reassignment to a position having equivalent salary, prestige, or responsibility if such a position is available or (4) reassignment to a position having less salary, prestige, or responsibility if such a position is available. In the displacement or reassignment process defined above a contractual employee will be considered for reduction in force actions in all fields of certification.

In each instance of displacement, the employee being reassigned must be qualified for the position and certified if infield certification is necessary in the position. An employee being reassigned cannot displace an employee having a greater length of continuous service. A contractual employee being reassigned through the displacement procedure must hold valid infield certification, meaning the employee must hold a valid infield teaching certificate issued by the Georgia Department of Education in the endorsement area corresponding to the new position to be held by the employee. The Director of Personnel in consultation with the Georgia Department of Education will determine appropriate certification endorsements for infield status. If the position classification to which the employee has been reassigned has also been declared by the Superintendent of Schools to have surplus personnel, or if all allotted positions were occupied prior to the

reassignment, the employee in the position classification to which the reassignment occurred who has the shortest length of continuous service in the system will then become subject to the displacement process under designated conditions with the alternatives of (1) resignation, (2) leave of absence, or (3) displacement. Notices of displacement due to reduction in force actions must be delivered by a designee of the Superintendent of Schools or by registered mail (return receipt requested) via the United States Postal Service. Failure to select an alternative by the deadline stated in the notice will result in termination of employment and loss of all employment benefits. The response by the employee must also be in person or via registered mail. The reduction in force procedures will be followed until the reduction in force declared by the Superintendent of Schools has been accomplished.

b. Reduction in Force Levels

In order to accomodate the displacement procedures, reduction in force decisions will start with the highest level positions as follows:

(1) Associate Superintendents
(2) Assistant Superintendents and others on Salary Schedule Y
(3) Directors of Systemwide Departments on Salary Schedule X
(4) Assistant Directors of Systemwide Departments on Salary Schedule W
(5) High School Principals and others on Salary Schedule S
(6) Elementary School Principals and others on Salary Schedule R
(7) Assistant Principals and others on Salary Schedule P
(8) Counselors and others on Salary Schedule N
(9) Social Workers and others on Salary Schedule M
(10) Teachers and others on Salary Schedule L
(11) Administrative Assistants on Salary Schedule K
(12) Administrative Assistants on Salary Schedule J
(13) Counselors and others on Salary Schedule G
(14) Audiologists and others on Salary Schedule F
(15) Teachers, Librarians, and others on Salary Schedule A

2. Surplus Personnel after Displacement

Level #15 will be the final reassignment level in the displacement process for contractual personnel, except for those previously employed in auxiliary positions during the current period of continuous service. After all displacement has occurred at levels higher than level #15, personnel employed at each level in excess of the staffing needs determined by the Superintendent of Schools to be necessary for the efficient operation of the school system will be declared to be surplus personnel subject to reduction in force actions.

3. Disposition of Surplus Contractual Personnel

a. Teachers and other certificated personnel on level #15 (those compensated on Salary Schedule A) after all displacements have occurred from higher levels are subject to termination of employment and have a choice of (1) resignation or (2) leave of absence not to exceed one year.

b. Those employees with position classifications higher than level #15 who have been selected for displacement actions but who do not have appropriate certification required for assignment to another position will also be subject to termination of employment and have a choice of (1) resignation or (2) leave of absence not to exceed one year.

c. A contractual employee selected for reduction in force actions who has been continuously employed and who previously served in an auxiliary position in excess of six months during this period of continuous employment will be given an opportunity to displace personnel in the previous auxiliary employment position classification. In addition, the employee will be given an opportunity to displace personnel in lower auxiliary levels for which the employee is qualified. Employee qualifications will be determined by the Director of Personnel.

4. Disposition of Surplus Auxiliary Personnel

   a. Auxiliary personnel with more than six months' service in the DeKalb County School System will be subject to displacing other auxiliary personnel in descending order of each positions' maximum progression step, starting with Step 63 and ending with Step 1 on the master salary schedule.

   b. After all displacements have occurred from higher levels, surplus personnel are subject to termination of employment and have a choice of (1) resignation or (2) leave of absence not to exceed one year.

   c. Notices of displacement due to reduction in force actions must be delivered by a designee of the Superintendent of Schools or by registered mail (return receipt requested) via the United States Postal Service. The response by the employee must also be in person or via registered mail. Failure to select an alternative by the deadline stated in the notice will result in termination of employment and loss of all employment benefits.

5. Consideration of Personnel on Leaves of Absence

   Employees on leaves of absence at the time of reduction in force actions will be considered for reduction in force as if they were employed and on duty. Employees in this section who are on leaves of absence will be considered for reduction in force based on their last active assignments and respective position classifications, EEOC classifications, lengths of service, and certification if applicable. Employees who are on leaves of absence at the time of reduction in force actions and who are identified as surplus personnel will be provided with the four alternatives of (1) resignation, (2) remaining on the leave of absence as originally granted, (3) changing to a leave of absence resulting from reduction in force actions with such leave not to exceed one year, or (4) immediate reemployment with assignment based on the displacement process herein described. Notices of reduction in force actions must be delivered by a designee of the Superintendent of Schools or by registered mail (return receipt requested) via the United States Postal Service. The response by the employee must also be in person or via registered mail. Failure to select an alternative by the deadline stated in the notice will result in termination of employment and loss of all employment benefits.

H. Phase III - Reduction in Force/Use of Displacement Procedures and Termination of Contractual Personnel with Three or More Complete Academic Years of Service

The same procedures will be in effect as for "Phase II - Reduction in Force," except that the contractual personnel being displaced will have three or more complete academic years of service; and after the displacement process has been finalized, those employees identified for reduction in force actions will have the following alternatives: (1) resignation, (2) leave of absence, or (3) reclassification to one-half time status at one-half salary with all benefit programs maintained provided there are an adequate number of positions in the respective position classifications in the school system to make this alternative possible.

Under the reclassification to one-half time alternative, two employees must be reduced to one-half time status for each position being abolished; and reclassification to full-time status will occur in the inverse order of the reclassification to one-half time status. Employees reclassified to one-half time status through reduction in force actions will have the following options upon recall: (1) resignation, (2) leave of absence if eligible for maternity, illness, or professional improvement, or (3) return to full-time status. Remaining on one-half time status is not an available option following recall.

I. Advance Notification of Reduction in Force Actions

Once surplus personnel have been identified by (1) position classifications, (2) EEOC classifications, (3) reduction in force levels, and (4) certification if applicable, then the surplus personnel will be notified and polled in the order of the longest length of service. The employee with the longest length of service in the surplus personnel category at the highest reduction in force level will be notified and given four options: (1) resignation, (2) leave of absence not to exceed one year, (3) displacement at an equivalent level if eligible, or (4) displacement at a lower level if eligible. Notices of reduction in force actions must be delivered by a designee of the Superintendent of Schools or by registered mail (return receipt requested) via the United States Postal service. The response by the employee must also be in person or by registered mail. Failure to select an alternative by the deadline stated in the notice will result in termination of employment and loss of all employment benefits.

J. Separation Notices

Employment separation notices due to reduction in force actions must be delivered by a designee of the Superintendent of Schools or by registered mail (return receipt requested) to the last known address via United States Postal Service with a postmark not less than thirty calendar days prior to the date of separation.

K. Insurance While on Leave of Absence Due to Reduction in Force Actions

An employee on leave of absence due to reduction in force actions may continue insurance coverages by prepayment of premiums directly to the insurance companies involved if permitted by the carriers.

L. Other Employment

A contractual employee who obtains full-time employment in a professional position in a school, college, or university while on a leave of absence resulting from reduction in force actions has the responsibility of notifying the Department of Personnel of the new employment. The Department of Personnel must be notified in writing with delivery either in person or via registered mail (return receipt requested) of the United States Postal Service immediately upon obtaining full-time employment in a professional position with another employer. Failure to render such notice will be considered a breach of professional conduct.

Upon receipt of the notification that other full-time professional employment has been obtained, the employee's leave of absence will be canceled, all employment benefits will be canceled, and the employment separation will be considered final.

Contractual personnel on leave of absence may apply for auxiliary, substitute, part-time, and/or adjunct positions. Employment in such positions will have no effect on the employees' recall rights from leave of absence due to reduction in force actions.

M. Recall

1. Employees granted leaves of absence as a result of reduction in force actions as well as employees on leave of absence for other purposes shall be eligible for reemployment by position classifications, EEOC classifications, lengths of service, and certification if applicable.

2. When a suitable position has been identified, the Department of Personnel shall notify by telephone the employee on leave of absence resulting from reduction in force actions. If there is no contact by telephone, then notification of recall will be via registered mail (return receipt requested) of the United States Postal Service to the last known address. The employee has the responsibility of providing written notice to the Department of Personnel immediately following any change in address or telephone number. Failure to immediately notify the Department of Personnel of a change in address or telephone number, or refusal or failure to accept a registered letter from the Board, will be considered a rejection of the offer of reemployment. The employee must accept the offer of reemployment by notifying the Department of Personnel in writing with delivery either in person or via registered mail (return receipt requested) of the United States Postal Service within ten (10) calendar days from the date of the postmark of the offer of reemployment; or the employee's leave of absence will be canceled, all employment benefits will be canceled, and the employment separation will be considered final.

3. If the employee is unable to report for duty within fourteen (14) calendar days of the date reemployment is offered, if such availability for duty is requested by the Superintendent of Schools, then the employee's leave of absence will be canceled, all employment benefits will be canceled, and the employment separation will be considered final.

4. If an employee refuses an offer of reemployment for which the employee is qualified and certified, if infield certification is necessary for the position, then the employee's leave of absence will be canceled, all employment benefits will be canceled, and the employment separation will be considered final.

5. In the event of physical disability at the time of recall, the employee should advise with the Department of Personnel.

6. If reemployment occurs within 365 calendar days following the date of separation due to reduction in force actions, then the sick leave balance at the time of separation will be reinstated, and salary will be reestablished at the appropriate level. Credit for salary placement will not be given for the period of absence due to reduction in force actions.

N. No Recall

If an employee has not been recalled within 365 calendar days following the date of separation due to reduction in force actions, then the leave of absence will be canceled, all employment benefits will be canceled, and the employment separation will be considered final.

O. Extension of the Leave of Absence

An extension of the leave of absence resulting from reduction in force actions will be considered only in the event of physical disability as certified by a physician licensed in the State of Georgia.

P. Conditions Resulting in Cancellation of Benefits and Recall Rights

1. Voluntary resignation
2. Discharge, termination of contract, or nonrenewal of contract
3. Refusal or failure to accept correspondence from the Superintendent of Schools
4. Failure to immediately report a change in address and/or telephone number to the Superintendent of Schools
5. Failure to properly respond by established deadlines to written directives of the Superintendent of Schools regarding reduction in force actions
6. Refusal to accept an offer of reemployment by the established deadline
7. Failure to maintain valid certification in the field employed, or in the event of displacement, failure to maintain valid certification in the field to which displacement is finalized
8. Failure to report for duty on the specified date upon reemployment
9. Full-time employment in a professional position in a school, college, or university while on leave of absence due to reduction in force actions
10. Nonavailability of a suitable position and no recall from leave of absence within 365 calender days following the last day of duty if granted a leave of absence due to reduction in force actions

Q. Certification Classifications

Due to overlapping certification, the following certification fields will be considered as single classifications at each grade level for purposes of reduction in force actions:

1. Kindergarten

   a. K-3
   b. K-4
   c. K-8
   d. 1-8 (effective July 1, 1982)

2. Primary I, Primary II, and Primary III

   a. K-3
   b. K-4
   c. K-8
   d. 1-8

3. Grade 4

   a. K-3 (effective July 1, 1982)
   b. K-4
   c. K-8
   d. 1-8
   e. 4-8

4. Grade 5 and Grade 6

   a. K-8
   b. 1-8
   c. 4-8

5. Grade 7 and Grade 8

   a. K-8
   b. 1-8
   c. 4-8
   d. 7-9
   e. 7-12, all field endorsements applicable to grade 7 and/or grade 8

6. Grade 9

   a. 7-9
   b. 7-12, all field endorsements applicable to grade 9

7. Grade 8 through Grade 12

   a. biology

      (1) biology
      (2) science

   b. business

      (1) business education/bookkeeping and business management
      (2) business education/business, data processing and accounting
      (3) comprehensive business education

   c. chemistry

      (1) chemistry
      (2) science

   d. earth science

      (1) earth science
      (2) science

   e. economics

      (1) economics
      (2) social science

   f. geography

      (1) geography
      (2) social science

   g. government

      (1) government
      (2) social science

   h. history

      (1) history
      (2) social science

   i. physics

      (1) physics
      (2) science

j. political science

(1) political science
(2) social science

k. sociology

(1) behavioral science
(2) social science
(3) sociology

8. Art, and Physical Education

a. Teachers assigned, or previously assigned if on leave of absence, in grades K-7 will be considered for reduction in force in grades K-7.
b. Teachers assigned, or previously assigned if on leave of absence, in grades 8-12 will be considered for reduction in force in grades 8-12.

9. Music

Six classifications of music will be considered for reduction in force:

a. general music (K-7)
b. instrumental music (K-7)
c. string music (K-7)
d. choral music (8-12)
e. instrumental music (8-12)
f. string music (8-12)

10. Mental Retardation (General Learning Disabilities)

a. educable mental retardation
b. mental retardation
c. trainable mental retardation

11. Speech and Language Pathology

a. speech correction
b. speech and language pathology

R. Appeals - End of Year Termination with Notice of Termination by April 15 of the Preceding Academic Year

1. A teacher with less than three complete academic years of service has no right of appeal.

2. An auxiliary employee has no right of appeal.

3. A teacher with three or more complete academic years of service who has signed a contract for the fourth or later years may appeal the reduction in force decision to the DeKalb County Board of Education in accordance with Georgia Codes.

S. Appeals - Midyear Termination or End of Year Termination without Notice of Termination by April 15

1. A contractual employee has a right to appeal the reduction in force decision to the DeKalb County Board of Education in accordance with Georgia Codes.

2. An auxiliary employee has no right of appeal.

T. Revision of Administrative Procedures

Reduction in force procedures are subject to revision when necessary to insure accomplishment of the educational aims of the school system and/or to insure compliance with State and/or Federal laws relating to employment decisions.

U. List of Position Classifications

Since positions are added and deleted when necessary to meet the needs of the DeKalb County School System, the master list of position classifications is undergoing frequent change. Refer to the current publication entitled, Position Classifications and Wage and Salary Schedules, published by the DeKalb County School System for the most recent listing of position classifications.